Appeals against admissions (APAD) 2014

COLLECT user guide

December 2013

Contents

COLLECT and Secure Access

Access to COLLECT is through the department's Secure Access system (SA).
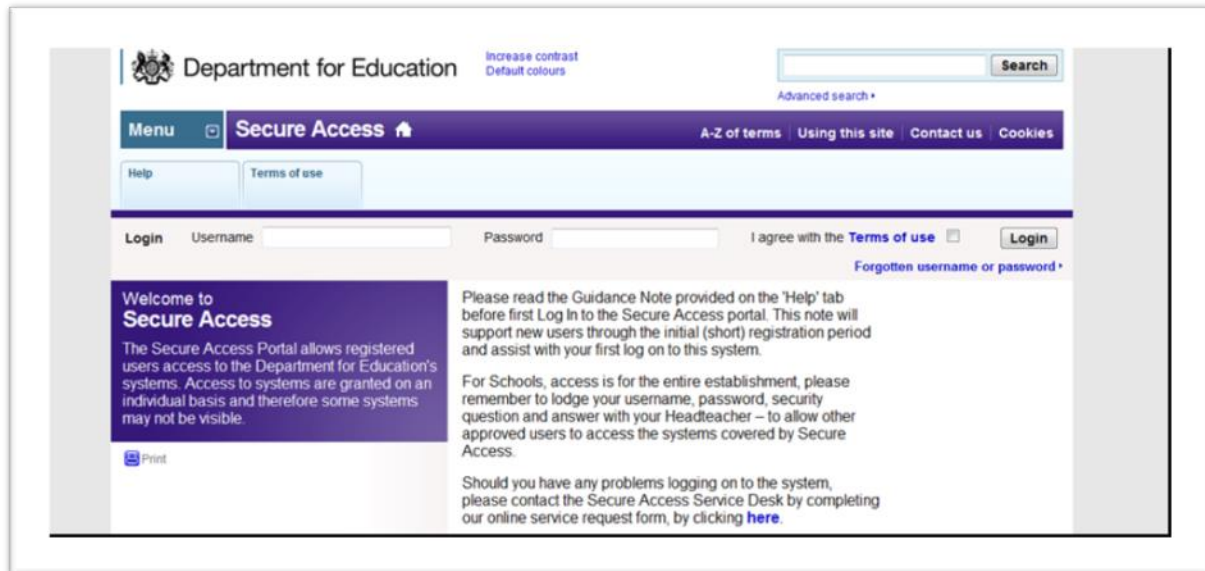
If you are a new user and require access to COLLECT, you will need to contact the approver within your local authority.

Full Secure Access guidance is published on the Secure Access website.

Once successfully registered, open the 'Your applications' tab to access COLLECT, as below.
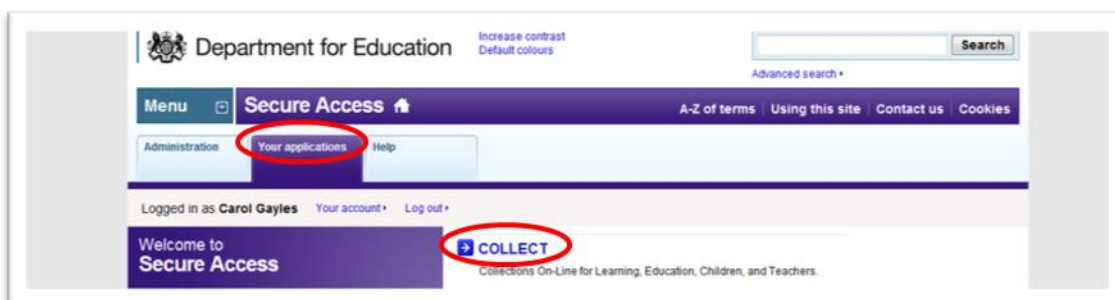
Click on 'continue'

Select the collection by clicking on the collection name to highlight it (if there is only one it will be automatically highlighted) and then click on the **Select Data Collection** button to open

Home Page

MY DATA COLLECTIONS

Data Collection	User Role	Organisation	Status	Due Date	Days Due
APAD2014	**Collector**	**Department for Education**	**Testing**	**07/02/2014 00:00:00**	**57**
APAD2014	Administrator	Department for Education	Testing/Live	07/02/2014 00:00:00	57
APAD2014	Source	Darlington	Testing	07/02/2014 00:00:00	57
APEX2014	Source	Darlington	Testing	10/02/2014 00:00:00	60
APEX2014	Collector	Department for Education	Testing	10/02/2014 00:00:00	60
APEX2014	Administrator	Department for Education	Testing/Live	10/02/2014 00:00:00	60

Select Data Collection ▸

LA (source page) screen

The next screen (source page) provides a summary of the latest position with respect to the data collection

The different status of data is as follows:

No Data	the return has not been added to the system.
Loaded and Validated	A data return has been added and validated but not yet submitted.
Submitted	the return has been submitted by the LA.
Amended by Source	the return has been amended by the LA (source).
Authorised	the return has been checked and authorised by the Collector (DfE).

Status is followed by a series of buttons as listed below:

Upload return form	this function will not be available for Parental Responsibility as user can only add data on screen
Add Return on Screen	allows the source to type the return on screen –this return should be added on screen.
Open Return	This option is unavailable until data has been entered and is used to access the data for editing or viewing.
Submit Return	This option is unavailable until the data has been entered and is used to submit the data to the DfE – this should only be done when the data is complete and clean. Control then passes to the DfE.
Export to File	This is unavailable until the data has been entered and is used to export the data either as a single XML file or a CSV file.

Launch Reports   There are no reports available for this data collection

Delete Return   This option is only available when data has been entered and is used to delete the LA data from the system.

Adding a Return

To add a return, the user must click the 'Add Return on screen' button.

The next screen to appear is the APAD return form, as shown.

First click on 'save'

On clicking on 'Save' your LA number and Name will be automatically pre-populated.

Navigating through the screens

The first screen of the APAD return is their return details.

The next screen to appear, allows the LA user to input their data.

Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number	841 - DARLINGTON	0	0	0	✏	📖
Section 1: Community and controlled primary schools (including middle deemed primary)						
1. Total number of appeals lodged by parents		1	0	0	✏	
2. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0	✏	
3. Number of appeals heard by an appeals panel		1	0	0	✏	
4: Number of appeals heard:						
4a. Number of appeals decided in parents favour		1	0	0	✏	
4b. Number of appeals rejected		1	0	0	✏	
Section 2: Infant classes in Community and controlled primary schools (sub-section of figures provided in Section 1 - infant classes should be included in both sections 1 and 2)						
5. Total number of appeals lodged by parents		1	0	0	✏	
6. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0	✏	
7. Number of appeals heard by an appeals panel		1	0	0	✏	
8: Number of appeals relating to infant classes heard:						
8a. Number of appeals decided in parents favour		1	0	0	✏	
8b. Number of appeals rejected		1	0	0	✏	
Section 3: Community and controlled secondary schools (including middle deemed secondary)						
9. Total number of appeals lodged by parents		1	0	0	✏	
10. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0	✏	
11. Number of appeals heard by an appeals panel		1	0	0	✏	
12. Number of appeals heard:						
12a. Number of appeals decided in parents favour		1	0	0	✏	
12b. Number of appeals rejected		1	0	0	✏	
Section 4: Completion Time						
13. Form Completion time (to the nearest hour)		1	0	0	✏	
Section 5: Contact Details						
Contact Forename		1	0	0	✏	
Contact Surname		1	0	0	✏	
Telephone Number		0	1	0	✏	
Email Address		0	1	0	✏	

To enter data the user must first click on 'Edit'.

APAD

All Errors   All Notes   Add   View   Edit   Delete   Status

—APAD **[20]**

APAD - Darlington

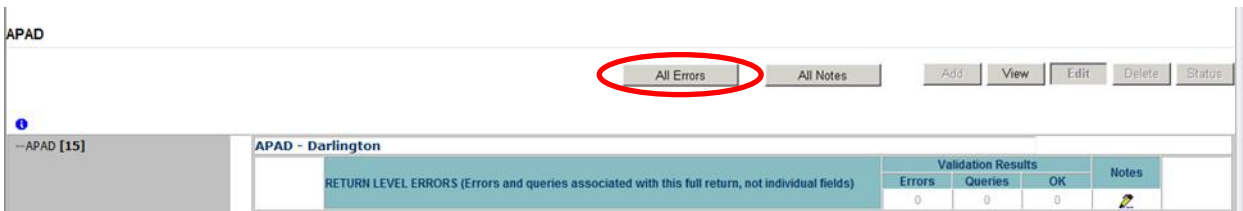|	Validation Results			Notes
RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields)	Errors	Queries	OK	📄
	0	0	0	

Editing a Return

Clicking on the 'Edit' button, opens the value boxes, allowing the user to add and amend their data next to each questions.

Clicking on view will close the value boxes and save any data that has been added/amended.

Viewing Errors/Queries screen

A user can view an error by clicking on the 'ALL Errors' button on the first page of the return.

A user can also access the error report by clicking in the error field next to each data value.

Once a user has clicked on either 'All Errors' or the data field error, they will be taken to the Blade Error Report page.

Once the user has clicked the 'Details' button they will see the details appear on the right hand side of the screen, as shown below.

The user can then navigate to an error by clicking the 'Value' of an error on the right hand side of the screen (which is 'null' in this case).

Once the user has clicked this 'Value', they will be taken to the Section where that error is occurring and allow an amendment to be made.

Adding return level notes

There is a pencil icon located next to the LA number section. To add a note relating to an outstanding query, please click on the pencil.

You will then be presented with the Note Page screen below:

The user will need to click on 'Add New Note' to enable them to type in the note detail box.
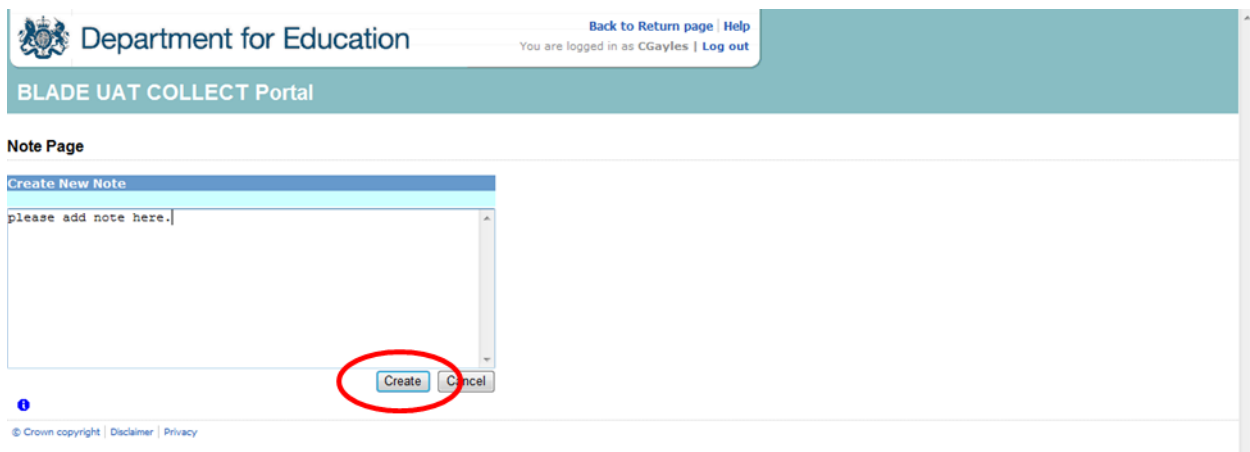
oO
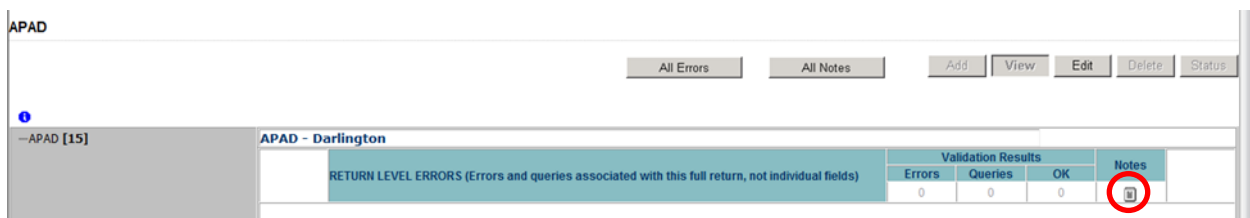
Once a note has been added, click on Create. This will then save that note against the return. The pencil icon will then change to a notepad icon, which indicates a note has been added.

Please Note: All errors must be resolved. Return level notes added against outstanding queries will be reviewed by the Department on submission of the return by the Local Authority.

Submitting a return

Once the LA user is happy for their return to be submitted for DfE access the procedure is very straightforward. First return to the 'Source Page' by clicking on 'Back to my COLLECT page' located at the top of the form.
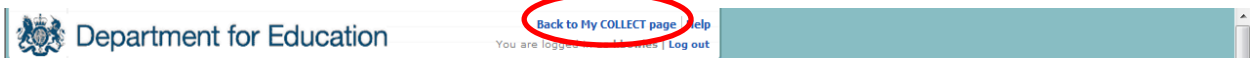
Then select Submit Return.
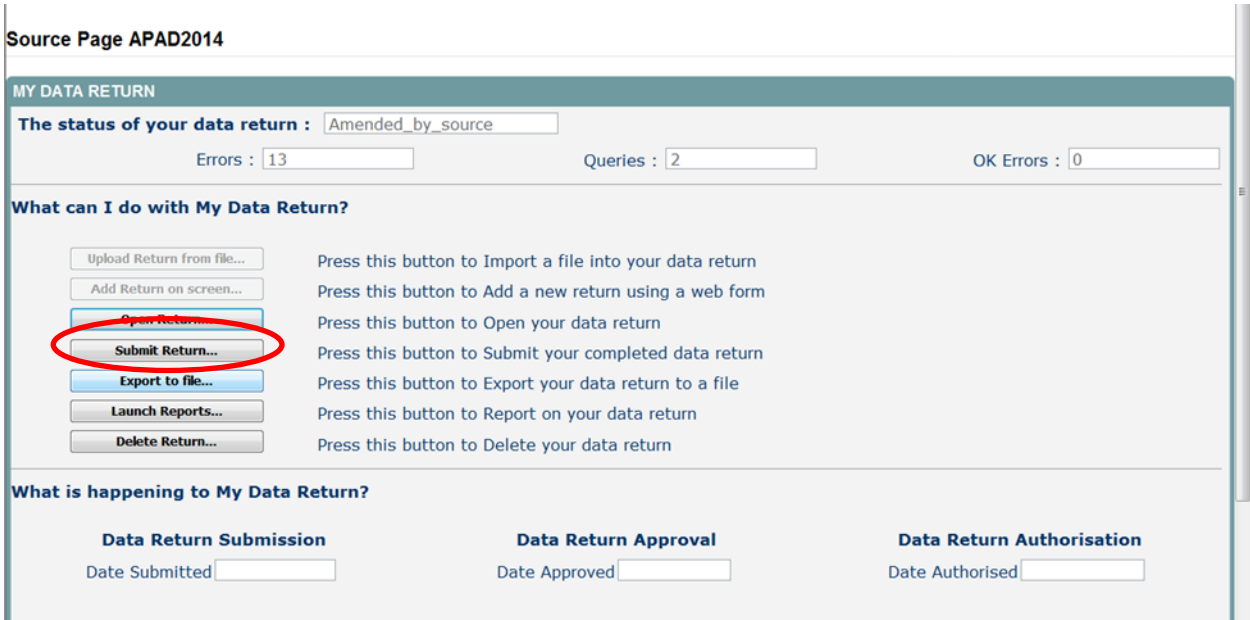
Deleting a return

If a LA User wants to delete a full return, they can do so by clicking 'Delete Return'.

The status of the data return will revert back to 'No Data' and the LA user will need to click on 'Add return on screen' to re-enter their data.

Exporting a return

COLLECT provides options to export data in CSV or XML format. Exporting data can be performed by clicking on the 'Export to file' button

Once the user has clicked 'Export to File' button, they will be taken to the Export Report Format.

Select the format of exported data that you require and when prompted you can either save the file to a specific location, or can open the file for viewing.

Screen Functionality

Before viewing the return it is useful to understand some of the basic controls and screen operations.

Don't use the browser buttons! When in the data collection, unpredictable behaviour may be experienced if you use the back/forward buttons on your web browser's toolbar.

Navigation through a return

To navigate through the system, links are provided on all pages either as **Back** or **Drill Up** options. Please use these links to navigate between screens when using the system

Control	Usually located	Action
Back to MyCOLLECT page	All screens within a return except the main page which shows Back to Home page	Returns you to the main page for your user role (Agent, Source etc)
Drill Up	Any data screen within a return apart from the header screen	Returns you to the previous data screen
Return	Report screens, e.g. History and errors	Returns you to the previous screen
Back	Notes screens	Returns you to the previous screen
View All	Data entry screens that have additional linked data, e.g. assessments	Takes you to the sub module level details

Mode Buttons

Those buttons determine which operation mode the data form on screen is in and which operations are available.

Dark Grey text on sunken button with light border = Active Mode

Black Text on button and highlighted border = Available Mode

Light Grey text on button with light border = Unavailable ModeHelp

COLLECT issues and data collection queries

If you are experiencing problems with COLLECT or have a data collection query, please submit a service request form to the Education Data Division Helpdesk.

Secure Access issues

If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access. If you are still unable to resolve your issue, please submit a [service request](#) to the SA Service desk.